



# United States Department of State

Washington, D.C. 20520

## GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal employment application forms.

## AUTHORITY

Sections 1302, 3301, and 3304 of Title 5 of the United States Code give the U.S. Civil Service Commission the authority to recruit, examine, and evaluate applicants' qualifications for employment in the Federal service. Use of the employment application forms is necessary for performing these functions. The Commission, consistent with the law and with the economical and efficient administration of the Government, has delegated to Federal agencies its authority to act in personnel matters in accordance with requirements, standards and instructions which have been issued.

## PURPOSES AND USES

The principal purpose of employment application forms is to collect information needed to determine qualifications, suitability, and availability of applicants for Federal employment. Your completed application may be used to examine, rate, and/or assess your qualifications and to contact you concerning availability and/or an interview. All or part of your completed Federal employment application form may be disclosed outside the U.S. Department of State to:

The U.S. Civil Service Commission to report your availability or non-availability for Federal employment.

Anyone requesting statistical information (without your personal identification) under the Freedom of Information Act.

## EFFECTS OF NONDISCLOSURE

Although the employment application forms request both optional and mandatory data, it is in your best interest to answer all questions. Omission of an item means you might not receive full consideration for a position for which this information is needed. A false answer to a question in the employment application may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by a fine or imprisonment (U.S. Code, Title 18, Section 1001).

## INFORMATION REGARDING DISCLOSURE OF YOUR SOCIAL SECURITY NUMBER UNDER PUBLIC LAW 93-579 SECTION 7(b), IF APPLICABLE

Disclosure by you of your Social Security Number(SSN) is mandatory to obtain the services, benefits, or processes that you are seeking. Solicitation of the SSN by the United States Civil Service Commission is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the Civil Service Commission or agencies. The SSN also will be used by the Civil Service Commission and other Federal agencies in connection with lawful requests for information about from other former employers, education institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.